

[Your Name]

[Your Position]

[Your Company]

[Date]

[Employee's Name]

[Employee's Position]

Dear [Employee's Name],

I hope this message finds you well. This letter serves as feedback regarding your Performance Improvement Plan (PIP) progress.

1. ****Strengths****:

- [List strengths observed]

2. ****Areas for Improvement****:

- [List areas needing improvement]

3. ****Next Steps****:

- [Outline next steps and expectations]

Please feel free to reach out if you have any questions or need further clarification.

Best regards,

[Your Name]

[Your Contact Information]